

CERTIFICATION INFORMATION

Applicant:

Here is our process of becoming certified to work in Springfield. Springfield does not accept any reciprocals, so the following is our process.

First we start with an application. Then we need letters from your present and/or previous employer stating job responsibilities and duties in detail for a **minimum of at least 4 years**. If you are applying for a Master License, you need to show **8 years** experience. If you were in business for yourself, we then need letters from contractors that you have worked with. These letters need the same information (job responsibilities and duties in detail) and they need to cover the above stated time-frame. It is very important that these letters be on their **Company Letterhead** and **Notarized**. Those letters then go with the application and are presented to our Certification Board. The Board will review your application package and then when accepted, I send out a registration form for you to take your test. After taking the test and passing with **75%** or better, you bring those results here to the office and City will issue you your Certification. I can accept copies of other certifications you might have or school transcripts, but the **letters, of reference, MUST** to be the **originals**.

Our Board meets the first Thursday of every month, in the Busch Building at 5:30. It is not mandatory to be at these meetings, but we always suggest that it is in your best interest to do so, if the Board has questions regarding your application package, you are here to answer. The entire process of becoming certified to work here takes approximately 2 months turn-around time, just an FYI. Our process is time consuming, but for a good reason. We want to make sure we have good qualified people out there keeping the public safe.

Your testing fees are \$80.00 and we use an outside testing service; Prometric. Then your certification fee is \$25.00 for Journeyman or \$50.00 for Master.

Please feel free to contact me regarding any further questions or concerns you may have.

Thank you,

Merleene Knapton
Executive Secretary
Building Development Services

APPLICANT'S PACKET

EXPERIENCE REQUIREMENTS

APPLICANTS, AS YOU READ OVER THESE REQUIREMENTS KEEP IN MIND THE FOLLOWING:

- YOUR AFFIDAVIT OF EMPLOYMENT EXPERIENCE MUST BE NOTARIZED – NO EXCEPTIONS
- YOUR EMPLOYMENT HISTORY OF EXPERIENCE MUST DETAIL SPECIFICALLY YOUR JOB DUTIES AND THE DATES OF YOUR EMPLOYMENT
- THE MASTER OF YOUR COMPANY MUST SIGN YOUR LETTERS. IF THERE IS NO MASTER, THEN INCLUDE A DETAILED REASON WHY (i.e. YOU OWNED YOUR OWN BUSINESS IN A DIFFERENT JURISDICTION THAN SPRINGFIELD THAT DOESN'T REQUIRE CERTIFICATION.)
- APPLICANT MUST PRESENT PHOTO IDENTIFICATION WHEN APPEARING BEFORE THE BOARD

Required Experience for Master Certification: Persons wanting to be certified as a master are required to have at least four years satisfactory experience as a journeyman in the building trade for which certification is sought. Said experience should be under the provisions of one of the Model Codes (BOCA, ICBO, SBC or NFPA). Also submit **original notarized** affidavit of experience, signed by the master of the company the applicant has, or is, working for. **The experience sheet will state the details of your job and the dates you were employed** for the four years that are required by city ordinance for the master test. Persons using experience from a jurisdiction without certification will be interviewed on an individual basis only when sufficient experience records are presented.

Required Experience for Journeyman Certification: Persons wanting to be certified as a journeyman are required to have at least four years of performing work in the building trade for which certification is sought under the supervision of a master. Also submit **original notarized** affidavit of experience that is signed by the master of the company the applicant has, or is, working for. **The experience sheet will state the details of your job and the dates you were employed** for the four years of apprentice experience required by city ordinance for the journeyman test. Persons using experience from a jurisdiction without certification will be interviewed on an individual basis only when sufficient experience records are presented.

IMPORTANT INFORMATION

1. You **MUST** have “experience sheet” filled out from past and present employers attached to your application. Each applicant must present the NOTARIZED AFFIDAVIT OF EMPLOYMENT EXPERIENCE signed by the MASTER of the company, or the owner of the company and include the specific dates along with job duties and responsibilities while you were employed.
2. Please attach copies of all present and past certifications you wish the Board to consider for proof of experience. Bring ORIGINAL certificates that may be presented to the Board upon request.
3. Please attach a copy of photo identification to your application.
4. ***You will NOT be reminded of your meeting. You are not required to appear, but it is recommended!***

You are not required to be present for the Board Meeting, however, it may be advisable should the Board have any questions regarding your application.

2010
BOARD MEETING DATES
AND EXAMINATION DATES

***THE BOARD MEETING IS A PUBLIC MEETING THAT
BEGINS AT 5:30 P.M. IN THE BUSCH BUILDING, FIRST
FLOOR CONFERENCE ROOM***

<u>Board Meeting Dates</u> (Interviews)	<u>Cutoff Date for Exam</u> (Registration Form)	<u>Exam Dates</u> (Springfield) *
December 3, 2009	December 4, 2009	December 19, 2009
January 7, 2010	January 14, 2010	January 30, 2010
February 4, 2010	February 11, 2010	February 27, 2010
March 4, 2010	March 12, 2010	March 27, 2010
April 1, 2010	April 9, 2010	April 24, 2010
May 6, 2010	May 14, 2010	May 29, 2010
June 3, 2010	June 11, 2010	June 26, 2010
July 1, 2010	July 9, 2010	July 24, 2010
August 5, 2010	August 13, 2010	August 28, 2010
September 2, 2010	September 10, 2010	September 25, 2010
October 7, 2010	October 15, 2010	October 30, 2010
November 4, 2010	November 5, 2010	November 20, 2010
December 2, 2010	December 3, 2010	December 18, 2010

The ***first*** step toward certification is turning in your application, by the Friday **morning** before the interview date, to meet with the Building Examination and Certification Board. The ***second*** step, after your approval by the Board, is to send in your registration form to Prometric by the “Cutoff Date” to become registered for the exam. The ***last*** step is taking your examination and passing with a score of 75% or higher!

Do Not contact Prometric until you have been approved by the Board to take the exam.

TO CONTACT Prometric:
CALL 1-800-280-3926

* Other locations are available. Contact Prometric at 1-800-280-3926 for additional test site locations

City of Springfield
TRADE CERTIFICATION APPLICATION

APPLICANTS MUST PRESENT A PICTURE I.D. TO BE INTERVIEWED

Be prepared to present proof of your current certifications.

YOUR PROOF OF EXPERIENCE MUST BE ATTACHED TO THIS APPLICATION.
ALL LETTERS OF EXPERIENCE MUST BE NOTARIZED.

Please circle ONLY one: ELECTRICAL MECHANICAL PLUMBING

 GAS FITTER SHEET METAL REFRIGERATION

Please circle ONLY one: MASTER or JOURNEYMAN

Please PRINT all replies to the below:

Name: _____ SS#: _____

Address: _____ City/State: _____

Zip Code: _____ Telephone (Home/Office): _____

E-mail Address:

Current BTC Number(s)

List Trade School, College or Occupational Training_____

If so, where? _____

Course completed: YES _____ NO _____

List certifications held in other jurisdictions _____

Applicant's Signature: _____ Date: _____

**SUBMISSION OF FALSE, UNTRUE, OR MISLEADING INFORMATION SHALL
RESULT IN THE TERMINATION OF THE PROCESS BY REJECTION OF THE
APPLICATION.**

**APPLICANTS, DO NOT WRITE BELOW. THIS SECTION IS FOR
THE BUILDING TRADES BOARD MEMBERS TO COMPLETE.**

We, the Board, having thoroughly reviewed the applicant and all documentation presented by the applicant do hereby proclaim the applicant:

APPROVED

NOT APPROVED

for the Master / Journeyman Exam.

Reasons: _____

SIGNING FOR THE BOARD:

_____ Date: _____

Gary Bingaman

Bob Cole

Shannon Lee

J. Randy Scott

John Nicholson

Terry Speake

Rory Krueger

Harvey Cooper

David Joy

Richard Glenn

Jerry Hackleman